

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### STATE BOARD OF DENTAL EXAMINERS

- 1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Agency Substantive Policy Statement #1: Infection Disease Control in the Dental Office
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
April 9, 1994
- 3. Summary of the contents of the substantive policy statement:**  
The policy uses the most current State OSHA required procedures for worker protection and the most current CDC recommended infection Control Practices for Dentistry as guidelines for infection control in Arizona dental offices.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is an existing policy statement.
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Julie N. Chapko, Executive Director  
Address: Board of Dental Examiners  
5060 N. 19th Avenue, Suite 406  
Phoenix, Arizona 85015  
Telephone: (602) 242-1492  
Fax: (602) 242-1445
- 6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Copies of this policy statement may be obtained from the person listed above for \$0.25 per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### STATE BOARD OF DENTAL EXAMINERS

- 1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Agency Substantive Policy Statement #2: Community Service Guidelines
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
September 30, 1997
- 3. Summary of the contents of the substantive policy statement:**  
The statement details the Board's policy regarding the use of community service as a sanction on a license or certificate.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is an existing policy statement.
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Julie N. Chapko, Executive Director

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #3: Continuing Education Extensions

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

October 4, 1997

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the procedure for when the Board may extend the time allowed a licensee or certificate holder to obtain required continuing education.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #4: Continuing Education Random Audit

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

October 4, 1997

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the procedure the Board will use to conduct random audits of licensee and certificate holder continuing education to ensure compliance.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

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**Notices of Substantive Policy Statements**

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**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #5: Guidelines for Imposing Sanctions of Licensees and Certificate Holders

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 4, 1999

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the Board's guidelines for imposing sanctions of licensees and certificate holders.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Julie N. Chapko, Executive Director  
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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #6: Warning Letters for Noncompliance

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 4, 1999

**3. Summary of the contents of the substantive policy statement:**

The statement eliminates the Board's historical enforcement process of sending a "letter of enforcement" warning a licensee that a complaint indicates noncompliance by the licensee. Complaints will be sent directly to the Board.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

Notices of Substantive Policy Statements

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #7: Continuing Education Ordered by the Board

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 4, 1999

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the criteria for continuing education required by a Board order.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #8: Board Orders Providing Clear, Concise & Understandable Terms

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 4, 1999

**3. Summary of the contents of the substantive policy statement:**

The statement provides for continual review of the language in Board Orders to ensure the use of clear, concise, and understandable terms.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

Notices of Substantive Policy Statements

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #9: Fee for Retaking the Jurisprudence Examination

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 4, 1999

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the Board's position that a licensee, who is required by a Board order to retake the jurisprudence examination, shall pay the statutory examination fee before taking the examination.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #10: Mercury-Free Dentistry

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

August 6, 1999

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the Board's position on mercury-free dentistry. The Board does not regulate the filling materials used as long as the treatment rendered conforms to the standard of care and is the appropriate treatment for the diagnosis. Any issues related to mercury-free dentistry will be addressed on a case-by-case basis.

Notices of Substantive Policy Statements

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

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**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #11: Failure to Comply

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

October 29, 1999

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the Board's policy for issuing penalties to a licensee for failure to comply with a subpoena or Board order.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #12: Ethical Considerations of Removing Serviceable Amalgams

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

February 4, 2000

**3. Summary of the contents of the substantive policy statement:**

The statement expresses the Board's interpretation of the ethical considerations of removing serviceable amalgams

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and recommendations to protect the patient and the dentist who agrees to remove a patient's serviceable amalgams.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Julie N. Chapko, Executive Director

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #13: Advanced Courses for Suture Placement

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

February 4, 2000

**3. Summary of the contents of the substantive policy statement:**

The statement clarifies the Board's intent in R4-23-601(E) regarding courses for advanced periodontal therapy suture placement. The Board interprets the word "advanced" to mean postgraduate dental hygiene courses for advanced periodontal therapy suture placement.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Julie N. Chapko, Executive Director

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #14: Patient Abandonment

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

March 31, 2000

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**3. Summary of the contents of the substantive policy statement:**

The statement establishes the Board's policy regarding patient abandonment and details the Board's procedures for adjudicating abandonment cases.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Julie N. Chapko, Executive Director

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**STATE BOARD OF DENTAL EXAMINERS**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #15: Injecting Anesthesia for Other Than Dental Treatment

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 2, 2000

**3. Summary of the contents of the substantive policy statement:**

The statement establishes the Board's enforcement policy regarding a dentist who injects anesthesia for other than dental treatment, such as for tattoos, body piercing, or hair transplants.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is an existing policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

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**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Agency Substantive Policy Statement #16: Components of a Standard MATP Agreement What Constitutes "Non-compliance"



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- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
October 6, 2000
- 3. Summary of the contents of the substantive policy statement:**  
The statement details the components of a standard MATP agreement and indicates what constitutes “non-compliance” with the agreement.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is an existing policy statement.
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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